


~~SECRET~~

15 June 1988

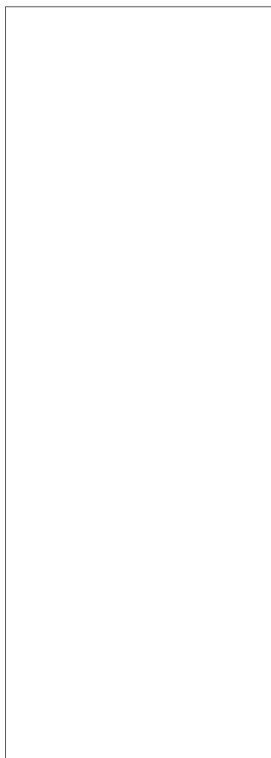
MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

STAT FROM:   
Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 9 June 1988

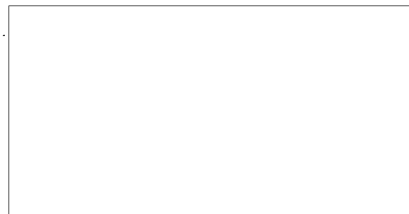
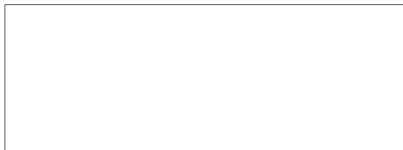
1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 9 June 1988. The following representatives were present:

STAT



ILSP  
ILSP  
ILSP  
ILSP  
OL/BSB  
DCI Admin  
DA Alternate  
DS&T Alternate  
ILSP  
OS/HSD  
DO Representative  
OTE/AD  
ILSP  
OIT  
OIT Alternate  
OSWR  
DI Alternate  
OSWR  
NESA  
DO Alternate  
OMS Alternate  
OTE

STAT



~~SECRET~~

## SECRET

SUBJECT: ILSP Working Group Meeting Minutes - 9 June 1988

Attached is a copy of the meeting agenda. (Attachment 1)

2. Copies of the "New Headquarters Building Information Handbook" were distributed to meeting attendees. Additional copies were also made available for limited use by the components. A copy of this handbook will be made available to employees when they move into the New Building. The handbook is not classified.

3. The minutes of the previous meeting were approved without comment.

4. OL Topics

- A. [ ] briefed the changes in the latest ILSP schedule (Attachment 2). Completion of the furniture installation in some areas slipped about 15 days, which resulted in the final checkout dates also being pushed back. The meeting attendees were reminded that they are welcome at the Joint Scheduling Meeting that is held between OIT, OL, and OS every Friday at 1400 hours. Details of the NHB schedules are resolved at this meeting and the results are summarized in the ILSP schedule.
- B. The final checkout for each area will be an inspection of a completed area, any necessary touchups, and final cleaning. Combination locks will be set and the area will be sealed until the components move in.
- C. A summary of the planned number of NHB desks and secure phones by Directorate, and Office was distributed at the meeting (Attachment 3). The number of secure phones was estimated [ ] Directorate Representatives are asked to verify the number of secure phones by the next ILSP meeting (23 June 1988). If the number of phones is not correct, it should be changed accordingly. The intent is to arrive at a set of NHB secure telephone estimates which has Agency-wide visibility and acceptance. The figures will be used by the DDA for budgetary and programmatic planning.

STAT

STAT

SECRET

SECRET

SUBJECT: ILSP Working Group Meeting Minutes - 9 June 1988

STAT

[ ] questioned the meaning of the "OIT Install Phones" column on the ILSP schedule. For NESA, that column is checked as complete; however, her inspection of the NESA area in the NHB revealed that many phones are missing from locations identified in original requirements. The issue will be investigated at the Friday Joint Scheduling Meeting.

STAT

- D. [ ] briefed the status of NHB Fit-up Work and the status of NHB Survey Work (Attachment 4). There were no questions or comments on the status.

STAT

- E. [ ] briefed the status of Carpets, Partitions, and Furniture (Attachment 5). Some installation problems have occurred due to lack of access to areas and some "punch lists" were not completed because of furniture availability. Two truck loads of furniture were to be received Thursday 9 June, and two more truck loads were to be received on 10 June.

F. OL Issues/Concerns

- 1). OL reaffirmed that it will not move OTS's chemicals into NHB without written approval from OMS/Safety.
- 2). Components that tour areas where work is underway are asked not to redirect the actions of construction workers. Contact ILSP if problems or questions arise about ongoing work.

5. OIT Topics

STAT  
STAT

- A. PBX, Wang, and special wiring work in the NHB has proceeded per the ILSP schedule.
- B. Alarm wiring in the North Tower is complete and the South Tower (ST) alarm wiring will be complete this week. ST Testing will be complete by 17 June 1988.
- C. The [ ] Center move went very well and as scheduled. A post mortem will be presented by [ ] at the next ILSP meeting. Future relocations will be per the attached schedule (Attachment 6).
- D. There were no new OIT issues/concerns.

SECRET

SECRET

SUBJECT: ILSP Working Group Meeting Minutes - 9 June 1988

6. OS Topics- (No representative)

- A. Nothing new was reported on the status of alarm work in the NHB.
- B. Nothing new was reported on the status of safes in the NHB.
- C. OS expressed concern over the installation of PASS machines and phones in the reception area. They were assured that both will be available for the scheduled July moves.

7. General Issues or Concerns

There were no new issues or concerns.

8. There were no Open Action Items for review.

9. At the request of OSWR [redacted], an Action Item was assigned to review assignment of internal room numbers in the NHB.

ILSP-61 Look into assignment of internal room numbers in the NHB.

[redacted] ILSP  
OIT

This issue was looked into with AI ILSP-48 and at that time it was decided that internal room numbers would be optional with each component.

10. A reminder was made that at least two weeks prior to a move into the NHB, standard vault access lists must be provided by the component to OS.

11. OMS will present a briefing at the 23 June 1988 meeting on their activities in the NHB. OIR will present a briefing at the 7 July 1988 meeting. The briefing will include moving technical equipment into the NHB.

12. At this point, in the meeting, [redacted] made the following comments about new furniture provided in NHB:

- A. The new furniture does not include any desk lights. Components may wish to order these.

SECRET

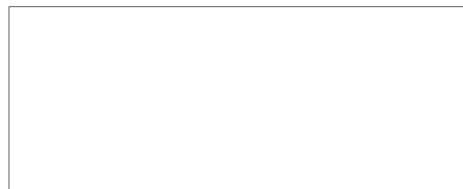
SECRET

SUBJECT: ILSP Working Group Meeting Minutes - 9 June 1988

- B. The K1 workstation configuration does not provide a pedestal (may need to order).
- C. In some areas, the 80" partitions (where required) have not yet been installed.

13. The next ILSP WG meeting is scheduled for 23 June 1988 at 1000 in 3E14 HQs.

STAT



SECRET

ILSP WORKING GROUP  
AGENDA  
9 JUNE 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

STAT

- Overview of ILSP Schedule

STAT

- Phone Allocations

STAT

- Status of NHB Fit-up Work

- Status of NHB Survey Work

STAT

- Carpet, Partition & Furniture Progress Report

- Issues/Concerns?

STAT

- Transfer of OTS Chemicals

- Relocation/Renovation Work

STAT

- Use of Atrium Area for OIR Reading Library

STAT

- OIT TOPICS

- Status of PBX, Wang, and special wiring work in NHB

- Status of Alarm Wiring

- Status of Computer Systems relocation

- Issues/Concerns?

STAT

- OS TOPICS

- Status of Alarm work in NHB
- Safes in the NHB - Anything New?
- Issues/Concerns?

STAT

- OMS TOPICS

- Issues/Concerns?

- GENERAL ISSUES OR CONCERNS?

- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- REMINDER

- Vault Access Lists to OS

- ANNOUNCEMENT

- Briefing by OMS on move activities on 23 June;  
similar briefing by OIR on 7 July

- NEXT MEETING: 23 June 1988, 10:00 3E14 HQS

**Page Denied**

UNCLASSIFIED

- 3 Information Service Centers
- 4 Fit-up of OL storage areas only
- 5 Fit-up of OIT storage/office areas
- 6 Fit-up of OP office area around OMS Infirmary only
- 7 OSO/SPD only, temporary assignment per DDA memo 2/23/88
- 8 Fit-up of OTE classrooms only (4A012, 4F030, 4F032, 4F034)
- 9 Fit-up of north tower OS space only.
- N/A Not Applicable
- ? Date not yet supplied or verified

UNCLASSIFIED

**Page Denied**

UNCLASSIFIED

NOTES:

- \* ACTUAL completion date (dates without asterisks are PLANNED dates)
- 1 Fit-up of OTS core area
- 2 OP Employee Services Center
- 3 Planned for IG/Audit. Reassigned to CIC by DDCI on 4/12/88.
- 4 Information Services Centers (DAC, Mail, Registry)
- 5 Managed by IMS
- 6 Restricted to OS use only
- 7 Managed by OIT
- 8 DO Task Force space
- 9 Fit-up of OTE classrooms only
- 10 Fit-up of OMS Infirmary only
- 11 DI/Historical Intelligence Collection
- N/A Not Applicable
- ? Date not yet supplied or verified

UNCLASSIFIED

**Page Denied**

FIT-UP WORK IN NEW HEADQUARTERS BUILDING

- o The construction contractor for the five OSWR equipment rooms requiring HVAC and electrical modifications on the third, fourth, and fifth floors continues to work towards the completion date of 25 July 1988. This scheduled completion date may need to be extended due to the long lead delivery time of three Air Handler Units. Operations is working with the contractor to meet the 25 July date.
- o Construction documents for OGC were completed by SH&G and delivered to the Agency. The construction documents have been passed to contracts for competitive bidding. Estimated completion schedule for the construction is 22 August 1988.
- o The OIT office areas have been completed in design and 100 percent drawings have been turned over to OIT for their survey work.
- o Construction documents for the OIG is in process. SH&G is preparing the construction documents and the estimated completion date is 1 July 1988.
- o OTE classroom 2A074 and Training room 4C088 & 90, is in a construction phase. The OTE Learning Center, Room 4A012, Computer and Projection room 4F030, 32, & 34 are being prepared for construction documents and will be passed to contracts for the construction phase.
- o The OTE room 4G044, southeast, South Tower has been completed in design and passed on to OIT for their surveys.
- o Ninety Five percent design drawings for the Office of Personnel, Special Activity Services are in process with Design Branch and will be completed by 10 June. OP will be located on the fourth floor adjacent to the Atrium.
- o The balance of OP is in design. Estimated schedule for 100 percent design drawings is 22 June 1988. OP will be located on the ground core area, first, third, fourth and fifth floor, South Tower, NHB.
- o Design drawings for PPS/DO will be completed by 1 July 1988. This design will be passed to SH&G for completion of construction documents by 1 August 1988.

- o ILSP is proceeding with SE/DO design. ILSP has directed the A&E to produce 95 percent drawings by the 13 June 1988 and will give SE/DO 24 hours to review the design. One hundred percent design drawings will be due on 20 June 88. SE/DO is in a two month slip of their original move of February 89. A compact construction schedule will be required to make up time lost during the design review at the cost of the SE/DO.
- o Construction drawings are being produced by Design Branch for OSO/SPD. In order to meet OTS move of 1 July 88 a Vault Type wall is being constructed to separate each component. Estimated completion of the wall is 17 June 88.
- o In producing 35% drawings for AF/DO, a block diagram indicated problems in meeting all requirements. AF/DO was originally design for the NHB, but with the requirement for additional people causes an impact on design and construction. ILSP is working with Design Branch to minimize construction to fit AF/DO in their space.
- o OTS lab renovation on the first and second are on going. Estimated time of completion is 17 June 1988.

NEW HEADQUARTERS BUILDING SURVEY WORK

- o Requirements gathering for the Historical Intelligence Collection are being tied with the OIR Reference Library. HIC and the OIR Reference Library will be located in the Atrium, first floor, northeast.
- o Requirements gathering for the OMS Gym have been completed and passed on to Design Branch for design and construction documents. The OMS Gym will be located in the South Tower, ground floor.

## PRIORITY SCHEDULE &amp; DATES

6-9-88

Order of Priority	Date Avail.	Carpet	Partitions (CorryHiebert)	Furniture (CorryHiebert)	Remarks
2nd Fl. OTS OIT OTE OSO	6-17 U 7-1 6-17**	s5-20;C6-23 U ps6-20;pc6-23	*ps6-24;pc6-28 U none ps6-24;pc6-28	*ps6-24;pc6-28 U none ps6-24;pc6-28	*Part of OTS cannot be done because of OSO configuration **Est. completion of config.
GRnd FL. OTS OL OP	6-15 unk unk	ps6-17;pc6-21 U U	ps6-22;pc6-26 U U	ps6-22;pc6-26 U U	
3rd FL. OSWR OTS	now now	C C	ps6-13;pc6-24 C	ps6-13;pc6-24 C	OSWR sched. IF installers not shifted to GF first. OTS area awaiting punchlist comp.
1st FL. OTS OIT	C 6-13	C ps6-9;pc6-14	C ps6-15;pc6-18	C ps6-15;pc6-18	OTS area awaiting punchlist comp.
5th FL. OSWR MPSS OIT	C C C	C C C	s5-26; s5-26; s5-26;	;pc7-15 ;pc7-15 ;pc7-15	
4th FL. OSWR OTE OP OMS PPS	now now now now U	ps6-6;pc6-20 " " " " " " U	none   U	;pc7-15 none ;pc7-15 ;pc7-15	
6th FL. NESA OEA	C C	C C	C5-20 C5-20	C5-20 C5-27	Awaiting punchlist comp.

LEGEND: ps = projected start date  
s = started (date)  
pc = projected completion date  
C = Completed (date)  
U = Unknown

19 April 1988

DATE OF MOVE	MOVE SEQUENCE	1988										1989	
		MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Oct 88	5. Communications Center								■				
27 May 88	6. VM/MVS General Services	Install Bridge 2 ■		Move 2 & Operational ■									
2 Sept 88	7. SAFE Production				Install Bridge ■	Install Bridge ■		Move 1 & Operational ■					
4 July 88 & 7 Oct 88	8. ALLSTAR Upgrade (1D16)					Install Bridge 2 ■	Operational ■		Move 1 Move ■				
Nov 88 & Feb 89	9. VM/MVS General Services Expansion									Move 1 ■			Move 1 ■
10 Nov 88	10. SAFE Unclassified								Install 1 Bridge ■	Move 1 Operational ■			
17 Feb 89	11. Special Center (GC03)										Install Bridge 2 ■		Move 1 & Operational ■
RENOVATE GC03													

## RELOCATION SCHEDULE FOR OIT COMPUTERS (PART 2)

ATTACHMENT 2

ILSP WORKING GROUP

AGENDA

9 JUNE 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

- Overview of ILSP Schedule
- Phone Allocations
- Status of NHB Fit-up Work
- Status of NHB Survey Work
- Carpet, Partition & Furniture Progress Report
- Issues/Concerns?
  - Transfer of OTS Chemicals
  - Relocation/Renovation Work
  - Use of Atrium Area for OIR Reading Library

- OIT TOPICS

- Status of PBX, Wang, and special wiring work in NHB
- Status of Alarm Wiring
- Status of Computer Systems relocation
- Issues/Concerns?

STAT

STAT

- OS TOPICS [redacted]

- Status of Alarm work in NHB
- Safes in the NHB - Anything New?
- Issues/Concerns?

STAT

- OMS TOPICS [redacted]

- Issues/Concerns?

- GENERAL ISSUES OR CONCERNS?

- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- REMINDER

- Vault Access Lists to OS

- ANNOUNCEMENT

- Briefing by OMS on move activities on 23 June;  
similar briefing by OIR on 7 July

- NEXT MEETING: 23 June 1988, 10:00 3E14 HQS

*Per* [redacted]

*Phones on schedule prior 7/1*

*Carpet on " "*

*ACD's by 1 July*

*- condiment going on now*

## PRIORITY SCHEDULE &amp; DATES

6-9-88

Order of Priority	Date Avail.	Carpet	Partitions (CorryHiebert)	Furniture (CorryHiebert)	Remarks
2nd Fl. OTS OIT OTE OSO	6-17 U 7-1 6-17**	s5-20;C6-23 U ps6-20;pc6-23	*ps6-24;pc6-28 U none ps6-24;pc6-28	*ps6-24;pc6-28 U none ps6-24;pc6-28	*Part of OTS cannot be done because of OSO configuration **Est. completion of config.
GRnd FL. OTS OL OP	6-15 unk unk	ps6-17;pc6-21 U U	ps6-22;pc6-26 U U	ps6-22;pc6-26 U U	
3rd FL. OSWR OTS	now now	C C	ps6-13;pc6-24 C	ps6-13;pc6-24 C	OSWR sched. IF installers not shifted to GF first. OTS area awaiting punchlist comp.
1st FL. OTS OIT	C 6-13	C ps6-9;pc6-14	C ps6-15;pc6-18	C ps6-15;pc6-18	OTS area awaiting punchlist comp.
5th FL. OSWR MPSS OIT	C C C	C C C	s5-26; s5-26; s5-26;	;pc7-15 ;pc7-15 ;pc7-15	
4th FL. OSWR OTE OP OMS PPS	now now now now U	ps6-6;pc6-20 " " " " " " U	none U	;pc7-15 none ;pc7-15 ;pc7-15 U	
6th FL. NESA OEA	C C	C C	C5-20 C5-20	C5-20 C5-27	Awaiting punchlist comp.

LEGEND: ps = projected start date  
s = started (date)  
pc = projected completion date  
C = Completed (date)  
U = Unknown